

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General for the District of Columbia



Deputy General Counsel
Department of Small and Local Business Development (DSLBD)
Office of the General Counsel
Vacancy Announcement #OAG-13-069
***Salary range: LX-1--\$95,455-\$110,000**

This position is located in the Government of the District of Columbia, Office of the Attorney General (OAG), Department of Small and Local Business Development (DSLBD), Office of the General Counsel.

It is the goal and responsibility of DSLBD to stimulate and foster the economic growth and development of businesses, particularly certified business enterprises (CBEs), to stimulate and expand the District tax base; increase the number of viable employment opportunities for District residents; and extend economic prosperity to local business owners, their employees and the communities they serve. In addition, through advocacy, business development programs and technical assistance offerings, DSLBD seeks to maximize opportunities for CBEs to participate in the District's contracting & procurement process; the District's economic development activities; and federal and private sector business opportunities in the District. There are various divisions within DSLBD performing various responsibilities including but limited to: reviewing and processing applications for certification as a CBE or joint venture; monitoring compliance of CBE certification, procurement and subcontracting requirements; advocating on behalf of and otherwise assisting businesses with identifying and securing business opportunities and access to capital; providing and monitoring grants awarded to non-profits and local businesses to stimulate the local community and businesses; and managing federal grants.

The successful candidate will serve under the direct supervision of the General Counsel and will be required to handle urgent, sensitive, and confidential matters for DSLBD. She/ he will research and advise and prepare legal memoranda on critical and substantive legal and policy issues for DSLBD, as well as draft proposed and amended laws and regulations. She/ he will draft denial of certification and intent to revoke certification notices; represent DSLBD before the Office of Administrative Hearings on denial and revocation cases; provide consultation to the DSLBD certification division on denial and revocation case preparation; provide consultation to the DSLBD compliance division on legal requirements; review and edit operating procedures for the DSLBD divisions; provide legal review of and draft grant agreements, contracts, MOUs, CBE Agreements and other agreements; review and analyze real estate transaction documents to ensure compliance with DSLBD statute and regulations, including CBE equity and development participation requirements; manage sensitive and highly confidential personnel matters as assigned; revise record retention policy and schedules and assist with implementation and archiving; train DSLBD staff on legislative requirements; respond to or review FOIA requests and responses; respond to inquiries from District agencies, the Council and the public; and perform other duties as assigned.

The candidate should ideally have some knowledge of contracts, procurement and real estate law, agency policies, regulations and procedures; litigation and administrative procedure experience, skills in interpreting and applying applicable laws, regulations and practices, including agency policies and relevant judicial decisions; comprehensive skills in analyzing and resolving legal issues in an orderly, systematic and effective manner, applying sound judgment. The candidate must have the ability to articulate concerns and positions on issues both orally and in writing; have a broad range of general administrative knowledge and management principles, practices and techniques; and have the skills to apply this knowledge and the ability to assume responsibilities of administrative and managerial functions with no oversight.

This position is outside the Collective Bargaining Unit. Candidates may be subject to a criminal background check. This position is a 13-month term appointment, subject to agency renewal. Open until filled. Screening of applications will begin on September 10, 2013.

*** Salary in this range will be based on applicable rules, regulations and guidelines.**